IHS RPMS
Referred Care Information System
(BMC)

Version 1.0

Installation Guide

September 1997

Indian Health Service
Resource and Patient Management System (RPMS)

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(BMC)

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Installation Guide

This guide contains complete instructions for installing the Referred Care Information System (RCIS), v 1.0, and setting up the initial parameters for operation. Please refer to the RCIS technical and user guides for further information about this system.

General Information

1. Print all notes/read me files.

2. It is recommended that terminal output during the installation be captured using an auxport printer attached to the terminal on which you are performing the software installation. This will ensure a printed audit trail if any problems arise.

Contents of Distribution

- bmc_0100.r   All routines
- bmc_0100.g   4 Table Globals ^BMCT*
- bmc_010i.pdf   Installation guide
- bmc_010u.pdf   User's manual
- bmc_010t.pdf   Technical manual

Requirements

- VA FileMan 21 or higher
- VA Kernel 8 or higher
- IHS Dictionaries (PATIENT) v 93.2 - Patch #5 (aupn9320.05p)
- Taxonomy Package v 5.1

Installation Instructions

1. If the RCIS program was previously installed at your site, do the following:

   a) Disable the BMCMENU Menu option.
   b) Users should be off the system while loading the BMC Taxonomies during the Post Init process.
   c) Do a Routine Save of all BMC* routines.
   d) Do a Routine Delete of all BMC* routines.

2. Restore Routines from file bmc_0100.r

3. If previously installed at your site, save the following Globals:

^BMCTDXC ^BMCTFORM ^BMCTSORT ^BMCTSVC

4. Kill the following Globals:

   ^BMCTDXC ^BMCTFORM ^BMCTSORT ^BMCTSVC

   Note for RISC Systems
   Before killing these 4 globals, a Global Change is required. This will remove the Global Protection
   Status that will allow the Kill of the Globals below. Do the following Global Change:
       D ^%GCH
       Select Global: ^BMCTDXC
       ^BMCTFORM
       ^BMCTSORT
       ^BMCTSVC

   Select Option #5 - Allow/Prevent KILL
   Answer *NO* to Prevent KILL of Entire Global

5. Restore Globals from file bmc_0100.g

6. Run Init - Answer "YES" to all questions
D ^BMCINIT

Setting the Site Parameters

The RCIS Site Parameters file allows you to customize the RCIS at your facility. Respond to the site
parameter prompts that appear during the installation process. These parameters may be modified at a
later time as needed. Information for each prompt is provided here. For more detailed information and
instructions on modifying these parameters, please refer to the RCIS user's manual.

Facility. Enter Your site facility name.

Referral Year. Enter the two-digit referral processing year; for example, 97 for 1997.

PCC Interface. Respond "Yes" to activate the RCIS interface with the PCC or "No" if you do not want
to utilize this interface.

ICD/CPT Coding. This field controls whether the user will be prompted for ICD and CPT codes during
the data entry. Respond "Yes" to enable the prompts or "No" if you do not want the coding prompts to
appear. If you respond "Yes," you will be prompted to specify whether you want to automatically stuff
the uncoded ICD9 and CPT codes. Responding "Yes" to this subsequent prompt means that the user is
prompted only for the narrative and the code field is stuffed with the unspecified code. A data entry or
medical records staff person will add the correct codes at a later date based upon the provider narrative
that has been entered.

CHS Interface. Enter "Yes" to activate the RCIS to CHS system interface. If the CHS system is not in use at your facility or if you do not want to utilize the CHS interface, respond "No."

Local Category. This field determines whether the user is prompted for a locally defined service category during the data entry process. If the locally categories are to be used, the category table entries must be defined using the Add/Edit Local Category option on the RCIS Management menu.

At the Local Category prompt, enter one of the following choices to indicate whether the user is to be prompted for a local category:
0   Do Not Ask
1   Ask but Optional
2   Ask and Required

Other Location. This field contains the entry in the Location file to be used by the PCC Link for the Location of Encounter for **ALL** outside referrals. This entry should point to the location Other for your local Service Unit.

Default MGR. This field contains the default Case Manager when the Case Manager prompt is displayed during data entry. If desired, enter the name of the case manager to appear as the default value for the Case Manager field; otherwise, press RETURN to bypass the prompt.

CHS Supervisor. This field contains the name of the CHS person responsible for reviewing all CHS referrals. A mail bulletin is sent to this individual if the CPT category and the CPT procedures code(s) entered for any referral are not logically consistent. At the prompt, enter the name of the CHS supervisor or press RETURN to bypass it.

Business Office Supervisor. This field contains the name of the Business Office supervisor responsible for reviewing referrals. A mail bulletin is sent to this individual if the CPT category and the CPT procedures code(s) entered for any referral are not logically consistent. At the prompt, enter the name of the Business Office supervisor or press RETURN to bypass it.

Referral Contact Name. Enter the name of the person responsible for providing referral information. This person's name will appear on all printed referral forms along with a contact phone number (see next entry).

Referral Contact Phone. Enter the phone number of the contact person (see above). This phone number will appear on all printed referral forms.

State. Enter the state in which your site is located.

Help for Priority System. At this prompt, you can re-define the help text for the CHS Priority Rating system at your site. If you choose not to customize this system, the IHS Standard Priority Rating help text will display during data entry. (Refer to the user's guide for the IHS Standard Priority Rating system.)

RCIS Activation Date. Enter the date on which the RCIS system went "live," not the date that it was installed at this site. Once the RCIS system has been active for 6 months from the Activation Date entered, referral numbers will be required on all CHS purchase orders/authorizations.

Universal/Site Spec. Lookup. Choose the desired patient lookup:

U   Universal
S   Site Specific

Update Bulletin Parameters

Specialized MailMan bulletins can be sent to selected RPMS system users based upon the criteria you specify. Below are the pre-defined mail groups and the bulletin types.

> **Mail Group Alerts.** Enter "Yes" if you want mail bulletin alerts automatically sent when the following referral types are entered into the system.
>
> **Referral Type** | **Mail Group Name**
> --- | ---
> IHS | BMC IHS Alert
> Other | BMC Other Alert
> CHS | BMC CHS Alert
> In-House | BMC Inhouse Alert
>
> *Note:* These pre-defined mail groups are automatically added to the system; however, you must specify the specific members of each mail group. See your Site Manager for assistance.
>
> ### Specialized Bulletins
>
> The following specialized bulletins are available in addition to the above alerts. For each one, you will need to identify the individual(s) to receive the bulletins and the referral types for which the bulletins should be generated. After each person's name, enter any combination of 1 to 4 alpha characters to specify for which referral type the bulletin should be generated; for example, to send a High-Cost Diagnosis bulletin for CHS and IHS referrals only, type CI.
>
> C   CHS
> I   IHS
> O   Other
> N   In-House
>
> **High Cost Diagnosis Bulletin.** Referrals for which a high-cost diagnostic code has been entered.
> **High Cost Procedure Bulletin.** Referrals for which a high-cost procedure code has been entered.
> **Experimental Procedure Bulletin.** Referrals for which a code indicating an experimental procedure has been entered.
> **Cosmetic Procedure.** Referrals for which a cosmetic procedure code has been entered.
> **Third Party Liability.** All referrals for which a third party may be liable for payment.

Assigning Security Keys

Assign the following security keys as appropriate for each RCIS system user.

BMCZMENU	Primary Main Menu key
BMCZ MGR	Package Manager key
BMCZDELETE	Package Manager key to delete referral
BMCZSUPERVISOR	Data Entry Supervisor
BMCZCHS	Add/Edit CHS data

Contact Information

If you have any questions or comments regarding this distribution, please contact the Tucson User Support Help Desk or the RCIS system developer.

Tucson User Support Help Desk Staff

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Also available on IHS MailMan.

RCIS System Developer

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